

Payroll Fiscal Yearend 2008

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Payroll Fiscal Yearend 2008 – Security

Payroll System Security

Security for the Payroll System will have the following deadlines and considerations:

- ✓ Mass changes to employee's home Unit (low org) may require changes to the time entry person's security profile. The person responsible for time entry should make sure their security profile is updated to include any new fiscal year Units.
- ✓ Departments are encouraged to give their accountants access to the Accountant role. The accountants are then able to make all necessary changes to employee default charging and salary splits. Accountants are also able to access the "Time Sheet Check List Report" to review home, default charging, and salary split information for active employees. Another report available is the "New Hires and Transfer Report" which lists employees whose default charging has changed.
- ✓ Mike Duffin in the Division of Finance must receive any changes for new fiscal year Unit (low org) access by June 09, 2008. Please specify if the units are in addition to what is currently set up or if the units are replacing what is currently set up for the individual.
- ✓ The Payroll System Access Request form (PYSA 01) is available from the Finance web page at www.finance.utah.gov. This form must be filled out completely for new users of the Payroll System.
- ✓ Changes for an existing user of the Payroll System may be sent through email. The designated Payroll Coordinator may send an email to MDUFFIN@utah.gov specifying the changes.
- ✓ **Payroll System security changes take effect on July 01, 2008, for new fiscal year unit access.**
- ✓ If you have any questions regarding security, contact Mike Duffin at 801-538-3135.

Payroll Fiscal Yearend 2008 – Mass Changes

Mass Change Process/Timing

The movement of coding information from old fiscal year coding to new fiscal year coding in the Payroll System takes place in two phases:

- 1) Department accountants enter mass changes using Coding Block Mass Change Table (CBCT) in FINET.
This moves a group of employees in one unit to a different unit for the new fiscal year.
- 2) Payroll users enter exceptions to the mass change process. This moves individual employees.

Mass Changes

Department accountants enter new fiscal year FINET coding to corresponding old fiscal year coding using Coding Block Mass Change Table (CBCT) in FINET. State Payroll uses the information entered to “mass change” or change old fiscal year coding blocks to new fiscal year coding blocks for each employee’s payroll record.

The following processes and dates are in effect for the mass change entry process.

<u><i>Date</i></u>	<u><i>Process</i></u>
May 30, 2008	Department accountants begin mass change entry using Coding Block Mass Change Table (CBCT) in FINET.
June 13, 2008	Deadline to complete Coding Block Mass Change Table (CBCT) entry.
June 16, 2008	Division of Finance creates the Mass Change Output File for use by Finance Payroll Section to change employees’ payroll records effective July 1, 2008.

Payroll Fiscal Yearend 2008 – Mass Changes

The following process and dates are in effect for the exception processing of employee home, default coding and salary split information.

<u><i>Date</i></u>	<u><i>Process</i></u>
June 26, 2007	Payroll sends updated fund/unit/appropriation unit information to the personnel system, HRE.
June 27, 2008	Employee records have the new fiscal year home department/unit/distribution and default coding, including salary splits, updated in the payroll system, SAP.
June 27, 2008	The “Time sheet check list report” may be run for pay period 13/2008 to view all employees’ home department/unit/distribution and default coding information including salary splits. Department accountants may audit the report to ensure employees are in the correct units for the new fiscal year. Verify default coding and salary splits are set up correctly for the new fiscal year. Change coding information for employees that are incorrect using the “Default cost distribution charging” screen.

OR

June 27, 2008	The “New Hires and Transfer Report” may be run for pay period 12/2008 and pay period 13/2008 to view employees whose home department/unit/distribution and default coding information is different for this pay period. Department accountants may audit the report to ensure employees are in the correct units for the new fiscal year. Verify default coding and salary splits are set up correctly for the new fiscal year. Change coding information for employees that are incorrect using the “Default cost distribution charging” screen.
June 30, 2008	Last day to change the “Default cost distribution charging” for pay period 13/2008 that will be effective for employees entering time through ESS.
July 03, 2008	Last day to make changes on the “Default cost distribution charging” screen for pay period 12/2008 that will be effective for time entries made in SAP by time entry operators. Changes made after this date must have an effective date on or after July 01, 2008.
July 17, 2008	Last day to make changes on the “Default cost distribution charging” screen for pay period 13/2008 that will be effective for time entries made in SAP by time entry operators. Changes made after this date must have an effective date on or after July 12, 2008.

Other considerations:

- After employee records are updated on June 27, 2008, with mass changes from FINET, changes to the home unit and distribution code are made in the personnel system, HRE.

Payroll Fiscal Yearend 2008 – Mass Changes

Payroll Default Cost Distribution Charging

The screenshot shows the SAP user interface for the transaction 'Update the 9027 record for employee given'. The top bar includes the SAP logo and standard menu options: Program, Edit, Goto, System, and Help. Below the menu is a toolbar with various icons for file operations and system functions. The main title bar reads 'Update the 9027 record for employee given'. The central area is a light blue box with a tab labeled 'Selection for 9027 modification'. Inside this box, there is a label 'Personnel Number' followed by a yellow input field and a small circular icon with a right-pointing arrow. The bottom of the screen shows a standard SAP status bar with a scroll bar on the right.

This screen is used to input the employee number of the person whose charging is being changed.

It is accessed using the option “Default cost distribution charging”.

Payroll Fiscal Yearend 2008 – Mass Changes

Time Sheet Check List Report

List

Edit

Goto

System

Help

</

This report lists all active employees in the selected pay period. Use this report to verify that home, default coding, and salary splits are correct for the new fiscal year. The home information (Department, Unit and Distribution Code) is displayed to the left of the Employee Name column. The default coding and salary split information is displayed on the right side of the report (below the FINET Charging heading).

After SAP is updated with the new fiscal year home department/unit/distribution and default charging information, use the personnel system to change the home unit and distribution code. Changes to any of the FINET charging should be made in SAP on the “Default Cost Distribution Charging” screen with an effective date of July 01, 2008, or later.

July 03, 2008, is the last day to make changes to default charging to be effective in pay period 12/2008.

July 17, 2008, is the last day to make changes to default charging to be effective in pay period 13/2008.

Payroll Fiscal Yearend 2008 – Mass Changes

New Hires and Transfer Report

ListEditGotoSystemHelp

This report lists new hires or transfers in the selected pay period. A change to the home unit is reflected as a transfer. Mass changed employees are typically included on this report during pay period 12/2008 (providing the mass change process has been completed by June 27, 2008). This report reflects changes based on the actual date the change was entered into the system (not the effective date used for the action). Changes entered June 14, 2008, through June 27, 2008, will be included on the report for pay period 12/2008. Changes entered June 28, 2008, through July 11, 2008, will be included on the report for pay period 13/2008. Run the report for both pay period 12/2008 and pay period 13/2008 to show any new hires, transfers or changes entered during those periods.

The home information (department, unit and distribution code) is displayed to the left of the employee's name. The first line of default coding is displayed on the right side of the report. Use this report to verify that the home and default coding is correct for the new fiscal year for employees whose home information has changed effective July 01, 2008. This report will only display the first row of default coding and does not include salary split information. Use the "Time Sheet Check List Report" to view active employees and all lines of coding.

After SAP is updated with the new fiscal year home department/unit/distribution and default charging information, use the personnel system, HRE, to change the home unit and distribution code. Changes to any of the FINET charging should be made in SAP on the "Default Cost Distribution Charging" screen with an effective date of July 01, 2008, or later.

In the example above the default appropriation unit was changed for the new fiscal year. Anyone that was set up with unit 5522 and appropriation unit RFG was changed to RDG effective July 01, 2008. Some employees on this report have a default charging unit that differs from the home unit of 5522. If this is correct then no entry is necessary. If these employees should also have a default charging unit and appropriation unit of 5522 RDG then a change should be made on the "Default Cost Distribution Charging" screen with an effective date of July 01, 2008, or later.

Payroll Fiscal Yearend 2008 –Time Entry/Charging

Time Entry

- ✓ Time entry screens for pay period 12/2008 are available Friday, June 27, 2008, through Thursday, July 03, 2008. This year all of pay period 12/2008 falls in the “old” fiscal year 2008.
- ✓ Time entry screens for pay period 13/2008 are available Friday, July 11, 2008, through Thursday, July 17, 2008. This year, pay period 13/2008 is the “dual” fiscal year period.
- ✓ July 17, 2008, is the last day to enter other pay and/or make any changes on the time entry screen for pay period 13/2008.
- ✓ Preliminary payroll for pay period 13/2008 is processed on Friday, July 18, 2008, at 7 a.m. for the July 25, 2008, payday.
- ✓ Final payroll is processed on Monday, July 21, 2008, at 7 a.m. Once the final payroll has been processed for pay period 13/2008, all entries made in the time entry screen will be charged to the “new” fiscal year on the time entry screen in SAP.
- ✓ The payroll system, SAP, is set with the “Earliest Retro Date” of June 28, 2008, on Monday, July 21, 2008. Retro active payroll processing is not allowed for pay periods 26/2007 - 12/2008.

Correcting Time Entry

- ✓ **Normally, going to the pay period where there is an error and fixing the entry to what really should have occurred is the right way to correct an error. However, once the final payroll is processed for pay period 13/2008, changes prior to June 28, 2008, must be handled differently. Although the system will allow entries in pay periods 26/2007 – 12/2008, such entries will not update the employees pay or leave record because retroactive payroll processing is not allowed.**
- ✓ **To correct a payment error that occurred in any pay period prior to pay period 13/2008, enter the appropriate retro wage type and dollar amount on the current time entry screen. Use quota corrections to fix leave balance errors that resulted from entry errors in periods prior to 13/2008. DO NOT CHANGE ANYTHING IN ANY PAY PERIOD PRIOR TO PAY PERIOD 13/2008 USING THE TIME ENTRY SCREEN.**
- ✓ **Beginning July 25, 2008, changes can be made to the time entry screen for pay period 13/2008 to fix errors. It is only the changes prior to June 28, 2008, that should not be entered using the time entry screen. Now that the final payroll for pay period 13/2008 has been processed all changes made in the time entry screen will be charged to the “new” fiscal year 2009.**

Old Fiscal Year and New Fiscal Year Charging

- ✓ This year, all of pay period 12/2008 falls in the “old” fiscal year 2008.
- ✓ This year, pay period 13/2008 is the “dual” fiscal year period. Three days of pay period 13/2008 (Saturday, June 28, 2008, through Monday, June 30, 2008) are included in the “old” fiscal year 2008. Eleven days (Tuesday, July 1, 2008, through Friday, July 04, 2008) are included in the “new” fiscal year 2009.

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Payroll Fiscal Yearend 2008 – Other Pay

Private Vehicle Reimbursement Rates

- ✓ The reimbursements related to private vehicle usage and related mileage reimbursement rates will change effective July 1, 2008, pending the Administrative Rules process. The personal vehicle mileage rate will increase to **50.5 cents** per mile when a state vehicle is not available. The mileage rate when a state car is available is not changing, and will remain at **36 cents** per mile.

To determine which rate to use, the traveler must first determine if their department has an agency vehicle (long-term leased vehicle from Fleet Operations) that meets their needs and is reasonably available for the trip (does not apply to special purpose vehicles). **If reasonably available, the employee should use an agency vehicle.** If an agency vehicle that meets their needs is not reasonably available, the agency may approve the traveler to use either a daily pool fleet vehicle or a private vehicle. If a daily pool fleet vehicle is not reasonably available, the traveler may be reimbursed at 50.5 cents per mile.

If a trip is estimated to average 100 miles or more per day, the agency should approve the traveler to rent a daily pool fleet vehicle if one is reasonably available. Doing so will cost less than if the traveler takes a private vehicle. If the agency approves the traveler to take a private vehicle, the employee will be reimbursed at the lower rate of 36 cents per mile.

Any exceptions must be approved **in writing** by the Director of Finance.

- ✓ Effective July 01, 2008, the private vehicle reimbursement rate if a state fleet vehicle **is** available to the employee will remain at **36 cents** per mile.
- ✓ Effective July 01, 2008, the reimbursement rate if a state vehicle **is not** available will increase from 48.5 cents per mile to **50.5 cents** per mile.

*The **FIACCT 10-02.06 Travel – Reimbursements – Transportation Policy** is being revised to include the rate information for FY 2009 which will take effect on July 01, 2008. The revised policy will be available on the Division of Finance website www.finance.utah.gov prior to July 01, 2008.*

Payroll Fiscal Yearend 2008 – Human Resources/Personnel

New Year Transactions

- ✓ The Department of Human Resource Management, DHRM, maintains the personnel system, HRE. It will be taken offline at 5 p.m., on Thursday, June 26, 2008, to run fiscal year end. HRE will be operational again at 8 a.m. on Monday, June 30, 2008.
- ✓ Assignment, classification and salary actions that are entered and approved prior to DHRM's shutdown of the system that have an effective date of June 28, 2008, or earlier, will process before the COLA. Assignment actions with an effective date up to and including June 28, 2008, must be entered and approved on or before 5 p.m., on June 26, 2008. Pending actions will be deleted. All salary actions processed through HRE that include the 5.0% COLA effective June 28, 2008, are sent to payroll on June 27, 2008.
- ✓ Between June 30, 2008, and 5:00 p.m. on July 7, 2008, salary and assignment actions will be allowed with effective dates from June 14, 2008, and later. This will allow New hire, Rehire, Reappointment from Register, and Retroactive Pay actions to be entered back to as early as June 14, 2008. Most other actions will not be allowed since most active employee records will have at least a COLA action effective June 28, 2008. Beginning July 8, 2008, no action will be allowed with an effective date before June 28, 2008. **Employee transfer actions between Departments must be entered and approved in HRE, rather than entered as a mass change through FINET.**
- ✓ **Retirement and Termination actions effective prior to June 28, 2008, should be entered in HRE before it closes at 5 p.m. on June 26, 2008.** The basic information (i.e., the information requested on the first Employee Termination screen in HRE) should be entered so the employee is not included in the COLA processing. The comments may be entered at a later date when the information is available. (Due to the Independence Day Holiday, Finance will adhere to the normal schedule for processing Retirements and the early cutoff schedule for processing Terminations during pay period 12/2008.)
- ✓ State Finance cut-off dates/times for entry of final payout information in HRE comments for Retirement and Termination actions effective June 14-27, 2008:
 - Tuesday (night), July 01, 2008, for **Retirement** actions
 - Wednesday**, July 02, 2008, (2 p.m.) for **Termination** actions
- ✓ If the Retirement or Termination action is entered before DHRM processes the COLA actions, then it will not be applied to the terminating employee since the employee will not be in an active status. This will alleviate the hassle of DHRM having to delete the COLA for all termination actions that are effective before June 28, 2008, (as deleting the COLA on these termination actions is necessary to ensure the employee is paid out at the appropriate hourly rate).
- ✓ June 28, 2008, is the effective date for cost of living increases, merit increases (if applicable), longevity increases and benefit changes (paid on July 25, 2008).

The DHRM Compensation Bulletin for State Employees FY 2009 is available on the DHRM website. To access it go to: <http://www.dhrm.utah.gov/compensation/compbulletins/compBulletin2009.pdf>. Questions about the compensation package for state employees for fiscal year 2009 should be directed to the Department of Human Resource Management.

Payroll Fiscal Yearend 2008 – Timing Outline

Date	Description
May 30, 2008	Department accountants begin mass change entry using Coding Block Mass Change Table (CBCT) in FINET.
June 09, 2008	Mike Duffin in the Division of Finance must receive any changes for new fiscal year Unit access. Please specify whether the units being requested are in addition to what is currently set up or if the units are replacing what is currently set up for the individual.
June 13, 2008	Deadline to complete Coding Block Mass Change Table (CBCT) entry.
June 16, 2008	Division of Finance creates the Mass Change Output File for use by Finance Payroll Section to change employees' payroll records effective July 01, 2008.
June 26, 2008	DHRM will take the personnel system, HRE, offline at 5:00 p.m. to run fiscal year end.
June 26, 2008	Assignment and salary actions effective on or prior to June 28, 2008, must be entered and approved before 5 p.m. to include the 5.0% COLA. Pending actions will be deleted.
June 26, 2008	Retirement and Termination actions effective prior to June 28, 2008, should be entered in HRE before 5:00 p.m. so the COLA is not applied during fiscal year end processing. Only the basic information on the first screen in HRE needs to be entered to inactivate the employee, the final comments may be entered at a later date when the information is available. (Due to the Independence Day Holiday, Finance will adhere to the normal schedule for processing Retirements and the early cut-off schedule for processing Terminations during pay period 12/2008.)
June 27, 2008	Employee records have the new fiscal year home department/unit/distribution and default coding, including salary splits, updated in the payroll system, SAP.
June 27, 2008	Payroll sends updated fund, unit and appropriation unit information to the personnel system, HRE.
June 27, 2008	After SAP is updated with the new fiscal year home department/unit/distribution and default charging information use the personnel system to change the home Unit and distribution code. Changes to any of the FINET charging should be made in SAP on the "Default Cost Distribution Charging" screen with an effective date of July 01, 2008, or later.
June 27, 2008	Run the "Time sheet check list report" for pay period 13/2008 to view all employees' home department/unit/distribution and default coding information including salary splits. Department accountants may audit the report to ensure employees are in the correct units for the new fiscal year. Verify default coding and salary splits are set up correctly for the new fiscal year. Change coding information for employees that are incorrect using the "Default cost distribution charging" screen.
June 27, 2008	Run the "New Hires and Transfer Report" for pay period 12/2008 and pay period 13/2008 to view employees whose home department/unit/distribution and default coding information is different for this pay period. Department accountants may audit the report to ensure employees are in the correct units for the new fiscal year. Verify default coding and salary splits are set up correctly for the new fiscal year. Change coding information for employees that are incorrect using the "Default cost distribution charging" screen.

Payroll Fiscal Yearend 2008 – Timing Outline

Date	Description
June 27, 2008	All salary actions processed through HRE that include the 5.0% COLA effective June 28, 2008, are sent to payroll.
June 27 – July 03, 2008	Data entry available for pay period 12/2008 (old fiscal year).
June 28, 2008	Effective date for cost of living increases, merit increases (if applicable), longevity increases and benefit changes (paid on July 25, 2008).
June 30, 2008	The personnel system, HRE, is available at 8 a.m.
June 30, 2008	Last day to change the “Default cost distribution charging” for pay period 13/2008 that will be effective for employees entering time through ESS.
June 30 – July 07, 2008	The only assignment actions allowed with an effective date of June 14-27, 2008, are New hires, Rehires, Reappointment from Register and Retroactive Pay actions. These must be entered and approved on or before 5 p.m. on July 07, 2008. All other actions must have an effective date of June 28, 2008, or later. Employee transfer actions between Departments must be entered and approved in HRE (not entered as a mass change through FINET).
July 01, 2008	Payroll System security changes take effect for new fiscal year units.
July 01, 2008	The private vehicle reimbursement rate if a state fleet vehicle is available to the employee will remain at 36 cents per mile. The reimbursement rate, if a state vehicle is not available will increase from 48.5 cents to 50.50 cents per mile. <i>The FIACCT 10-02.06 Travel – Reimbursements – Transportation Policy is being revised to include the rate information for FY 2009 which will take effect on July 01, 2008. The revised policy will be available on the Division of Finance website www.finance.utah.gov prior to July 01, 2008.</i>
July 01, 2008	State Finance cut-off for entry of final payout information in HRE comments for Retirement actions (effective June 14-27, 2008).
July 02, 2008	State Finance early cut-off for entry of final payout information in HRE comments for Termination actions (effective June 14-27, 2008) is 2 p.m.
July 03, 2008	Last day to make changes on the “Default cost distribution charging” screen for pay period 12/2008 that will be effective for time entries made in SAP by time entry operators. Changes made after this date must have an effective date on or after July 01, 2008.
July 03, 2008	Last day to enter other pay and/or make changes on the time entry screen for pay period 12/2008 (This is the final two week period that falls in the “old” fiscal year).
July 04, 2008	Independence Day Holiday
July 07, 2008	Preliminary payroll is processed for pay period 12/2008 (old fiscal year) beginning at 7 a.m.
July 08, 2008	Final payroll is processed for pay period 12/2008 (old fiscal year) beginning at 7 a.m.

Payroll Fiscal Yearend 2008 – Timing Outline

Date	Description
July 08, 2008	All actions entered in HRE must have an effective date of June 28, 2008, or later.
July 11 – 17, 2008	Data entry available for pay period 13/2008 (split fiscal year). Three days (June 28-30, 2008) are included in the <i>old</i> fiscal year 2008 and eleven days (July 01-11, 2008) are included in the <i>new</i> fiscal year 2009.
July 14, 2008	Last day to change the “Default cost distribution charging” for pay period 14/2008 that will be effective for employees entering time through ESS.
July 17, 2008	Last day to make changes on the “Default cost distribution charging” screen for pay period 13/2008 that will be effective for time entries made in SAP by time entry operators. Changes made after this date must have an effective date on or after July 12, 2008.
July 17, 2008	Last day to enter other pay and/or make changes on the time entry screen for pay period 13/2008 (This is the “dual” fiscal year payroll and is the <i>only</i> payroll that you can charge to the “old” and/or “new” fiscal year).
July 17, 2008	Old fiscal year earnings that are entered after this date need new fiscal year coding information. These are posted to FINET using Fiscal Year 2009. This includes commute fringe, overtime meal allowance, service and incentive awards, etc. The Division of Finance Closing Accrued Expenditure JVYE-Old Year, Form FI 61AE, must be attached to the source document.
July 18, 2008	Preliminary payroll is processed for pay period 13/2008 (split fiscal year) beginning at 7 a.m.
July 21, 2008	Final payroll is processed for pay period 13/2008 (split fiscal year) beginning at 7 a.m. Once payroll for 13/2008 is processed, retroactive processing is not allowed for any pay period prior to 13/2008. Entries posted to the time entry screen with an effective date of June 28, 2008 or later can no longer be charged to the “old” fiscal year 2008. All entries will be charged to the “new” fiscal year 2009.
July 21, 2008	SAP is set with the “Earliest Retro Date” of June 28, 2008. Although the system will allow entries in pay periods 26/2007 – 12/2008, such entries will not update the employees pay or leave record because retroactive payroll processing prior to June 28, 2008 is not allowed.
July 24, 2008	Pioneer Day Holiday
Dec. 15, 07 – June 27, 2008	To correct a payment error that occurred in any pay period prior to 13/2008, enter the appropriate retro wage type and dollar amount on the current time entry screen. Use quota corrections to fix leave balance errors that resulted from entry errors prior to pay period 13/2008. DO NOT CHANGE ANYTHING ON THE TIME ENTRY SCREEN IN ANY PAY PERIOD PRIOR TO PAY PERIOD 13/2008.
July 25 – August 01, 2008	Data entry available for pay period 14/2008 (new fiscal year). Changes can be made to time entry screens for pay period 13/2008 to fix errors. It is only the changes prior to June 28, 2008, that should not be entered using the time entry screen. All changes made in the time entry screen will be charged to the “new” fiscal year 2009.

Payroll Fiscal Yearend 2008 – Timing Outline

Date	Description
July 28, 2008	Last day to change the “Default cost distribution charging” for pay period 15/2008 that will be effective for employees entering time through ESS.
August 01, 2008	Last day to make changes on the “Default cost distribution charging” screen for pay period 14/2008 that will be effective for time entries made in SAP by time entry operators. Changes made after this date must have an effective date on or after July 26, 2008.
August 04, 2008	Preliminary payroll is processed for pay period 14/2008 (<i>new</i> fiscal year) beginning at 7 a.m.
August 05, 2008	Final payroll is processed for pay period 14/2008 (<i>new</i> fiscal year) beginning at 7 a.m.